



Washington, D.C. 20505

Executive Registry

85-

3955

ER

18 OCT 1985

STAT

[Redacted]

DDA/OTE

STAT

Dear [Redacted]

Thank you for your participation in the Secretarial/Clerical Management Advisory Group and for your service as co-chairman of the group. You should be proud of your participation in establishing the first annual Secretary of the Year Awards.

The Director and I hope you will remember your time on the MAG as having been an opportunity to learn as well as to contribute. The group's comments on secretarial and clerical issues are helpful to senior Agency officials. The awards program is proof that MAGs can make a difference in contributing new ideas to Agency management.

I encourage you to support the new MAG members and to continue your interest in making the Agency a better place for all employees.

Sincerely,

/s/ William J. Casey

John N. McMahon
Deputy Director of Central Intelligence

cc: DDA
O/Personnel

SUBJECT: Secretarial/Clerical Management Advisory Group

Distribution:

Original - Addressee

1 - [Redacted]

1 - OPIRB (For Official File)

1 - Directorate Admin

1 - ER

STAT

DCI/MAG

[Redacted]

(11 October 1985)

DCI
EXEC
REG